

## CITY COUNCIL AGENDA MEMORANDUM

### **SUBJECT**

Resolution No. 8649 authorizing execution of a two-year Contract with Whitman Global Carpet Care, in an amount not to exceed \$115,541.04, with the option to renew for an additional two years, for a contract total not to exceed \$239,245.36, plus taxes if applicable, for carpet cleaning services at City Hall and the Bellevue Service Center. .

### **FISCAL IMPACT**

This action obligates the City to pay up to \$115,541.04 to Whitman Global Carpet Care for carpet cleaning services at City Hall and the Bellevue Service Center through 2015, with the option for an additional two years. The total obligation through 2017 would be \$239,245.36. This expenditure was anticipated within the 2013-2014 adopted budget, and sufficient funds are available in the Facilities Services Fund. Future funding will be requested as part of the 2015-2016 budget process.

### **STAFF CONTACT**

Nora Johnson, Director 452-4167  
Earl Meldahl, Facility Services Manager 452-6153  
Paul Bartelmes, Facility Superintendent 452-6152  
*Civic Services Department*

### **POLICY CONSIDERATION**

#### **City Purchasing Policies:**

Bellevue City Code (BCC) 4.28.010 provides for the fair and equitable treatment of persons in the purchasing process. Because the amount of the expenditure exceeds \$50,000, Council approval is required.

#### **Bellevue City Code and Contracting Policy:**

The City of Bellevue's procurement policy for General Services requires a public Request for Proposal (RFP) process. General Services include services such as landscape maintenance, building and janitorial services, etc. BCC 4.28.190 supports the evaluation criteria for determining lowest responsible bidder.

#### **Facilities Policy:**

The City endeavors to provide safe, clean and efficient facilities that support program delivery. Additionally, it is the City's policy to maintain facilities at a level that preserves their long-term functionality and value.

### **BACKGROUND**

City Hall and the Bellevue Service Center have a combined carpeted area of approximately 235,000 square feet, with City Hall accounting for over 206,000 square feet. Proactively scheduled commercial carpet cleaning provides a safe and clean environment for staff and visitors alike by reducing or eliminating allergens that can be trapped in the carpet fibers. A comprehensive cleaning program is designed to extend the life of carpeted surfaces and prolong carpet replacement for up to 20 years or more, surpassing the industry standard of seven to ten years. This preventative maintenance approach potentially saves the City as much as \$652,000 in carpet replacement costs as well as minimizing staff disruption and lost productivity associated with moving of office cubicles and furniture.

The Department advertised for and performed an extensive RFP process for carpet cleaning. Three proposals for City Hall and the Bellevue Service Center were submitted by carpet cleaning professionals:

	<u>2-Year</u>	<u>4-Year</u>
• Synergy Building Services	\$115,819.00	\$231,638.00
• Whitman Global Carpet Care	115,541.04	239,245.36
• ABM	136,054.50	272,109.00

Evaluation criteria for the RFP included cost, experience with similar buildings, equipment type, overall qualifications of staff and references. Whitman Global Carpet Care was selected because they have significant experience with high traffic government buildings, employ professional and certified staff, guarantee a quick dry result, provide free 24-hour emergency spot cleaning service and are competitively priced. The 2-year contract amount reflects an approximate 3% savings from the prior contract.

#### **EFFECTIVE DATE**

If adopted, this Resolution will become effective immediately and the contract will be effective January 1, 2014.

#### **OPTIONS**

1. Adopt Resolution No. 8649 authorizing execution of a two-year Contract with Whitman Global Carpet Care, in an amount not to exceed \$115,541.04 with the option to renew for an additional two years, for a contract total not to exceed \$239,245.36, plus taxes if applicable, for carpet cleaning services at City Hall and the Bellevue Service Center.
2. Do not adopt Resolution No. 8649 and provide alternative direction to staff.

#### **RECOMMENDATION**

Option 1. Adopt Resolution No. 8649, authorizing execution of a two-year Contract with Whitman Global Carpet Care, in an amount not to exceed \$115,541.04 with the option to renew for an additional two years, for a contract total not to exceed \$239,245.36, plus taxes if applicable, for carpet cleaning services at City Hall and the Bellevue Service Center.

#### **MOTION**

Move to adopt Resolution 8649, authorizing execution of a two-year Contract with Whitman Global Carpet Care, in an amount not to exceed \$115,541.04 with the option to renew for an additional two years, for a contract total not to exceed \$239,245.36, plus taxes if applicable, for carpet cleaning services at City Hall and the Bellevue Service Center.

#### **ATTACHMENTS**

Resolution No. 8649

#### **AVAILABLE IN COUNCIL OFFICE**

Contract for Carpet Cleaning Services at City Hall and the Bellevue Service Center

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8649

A RESOLUTION authorizing execution of a two-year Contract with Whitman Global Carpet Care, in an amount not to exceed \$115,541.04 with the option to renew for an additional two years, for a contract total not to exceed \$239,245.36, plus taxes if applicable, for carpet cleaning services at City Hall and the Bellevue Service Center.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a two-year Contract with Whitman Global Carpet Care in an amount not to exceed \$115,541.04, with the option to renew for an additional two years, for a contract total not to exceed \$239,245.36, plus taxes if applicable, for carpet cleaning services at City Hall and the Bellevue Service Center, a copy of which contract has been given Clerk's Receiving No. \_\_\_\_\_.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2013, and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

(SEAL)

\_\_\_\_\_  
Conrad Lee, Mayor

Attest:

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Myrna L. Basich, City Clerk